

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 1900.1A

Subj: TPU PUGET SOUND CHECK OUT CARD PROGRAM

Encl: (1) Sample check out card

1. Purpose. To publish procedures for issuance and tracking of TPU check out cards.

2. Cancellation. TRANSITPERSUINST 1900.1

3. Background. The TPU check out card was established by the Commanding Officer to ensure accountability of transient personnel prior to checking out of TPU. This instruction is designed to ensure TPU Puget Sound Tracking Reports are kept up to date with regards to transient personnel checking out, and to facilitate communications between Personnel Support Detachment (PSD) Bangor and TPU Puget Sound.

4. Policy. The TPU Puget Sound Quarterdeck Watchstander will issue a color coded check out card in sequential order to transient personnel checking out of TPU Puget Sound prior to departing for PSD Bangor to complete their required paperwork. No transient personnel will be allowed to conduct a check out appointment at PSD Bangor without having in their possession a colored TPU check out card.

5. Action.

a. Command Master-At-Arms.

(1) Command Master-at-Arms will ensure Quarterdeck has cards for issue.

(2) The Master-At-Arms Department Head will account for missing, lost or misplaced cards identified by entries made into the Quarterdeck logbook. Cards will be replaced by making a request through Naval Base Kitsap-Bangor Print Shop located in BLDG 1100.

TRANSITPERSUINST 1900.1A

b. Administrative/Legal Department Head. Every Monday morning or the first normal workday of the week, the Admin/Legal Department will pick up the used colored cards at PSD from the week prior and return them to the Master-at-Arms Department Head for accountability.

c. Quarterdeck Watchstanders. All Quarterdeck watchstanders will maintain a log on the Quarterdeck and log all transient personnel checking out. Watchstanders will give members a colored coded card, in sequential order, prior to departing for PSD Bangor checkout. The number on the card will be noted with a log entry.

R. G. RUNNE

Distribution:
PERSUPP DET Bangor
TPU Staff

TRANSITPERSUINST 1900.1A

Enclosure (1)

